

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/25/2014		2. CONTRACT NO. (If any) EP-W-11-017		6. SHIP TO: a. NAME OF CONSIGNEE Karen Seeh, TOCOR	
3. ORDER NO. 0005		4. REQUISITION/REFERENCE NO. PR-OEI-14-00797			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, N. W. Mail Code: 2823T Email: Seeh.karen@Epa.gov Phone: 202-566-1175	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR ICF INCORPORATED, L.L.C.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9300 Lee Highway				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Fairfax		e. STATE VA	f. ZIP CODE 22031		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Karen Seeh Max Expire Date: 01/31/2016 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$749,255.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$749,255.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

09/25/2014

ELECTRONIC SIGNATURE

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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DATE OF ORDER 09/25/2014	CONTRACT NO. EP-W-11-017	ORDER NO. 0005
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 14-15-B-H3B-ZZZHF1-2505-H3B6215-14H3CBE068-0 01 BFY: 14 EFY: 15 Fund: B Budget Org: H3B Program (PRC): ZZZHF1 Budget (BOC): 2505 Cost: H3B6215 DCN - Line ID: 14H3CBE068-001 Period of Performance: 09/25/2014 to 01/31/2016					
0001	Base Period, CROMERR Technical and Program Management Support: This task order is issued on a time and materials basis. Contractor shall bill in accordance with proposed labor rates in its proposal dated September 12, 2014. Award Type: Time-and-materials Incrementally Funded Amount: \$75,000.00 Period of Performance: 09/25/2014 to 01/31/2015				187,230.00	
0002	Option Period 1, CROMERR Technical and Program Management Support: This task order is issued on a time and materials basis. Contractor shall bill in accordance with proposed labor rates in its proposal dated September 12, 2014. Award Type: Time-and-materials (Option Line Item) 01/01/2015 Period of Performance: 02/01/2015 to 01/31/2016 The obligated amount of award: \$75,000.00. The total for this award is shown in box 17(i).				562,025.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$749,255.00	

Information Exchange Partnership Program CROMERR Program

CROMERR Technical and Program Management Support

1.0 STATEMENT OF OBJECTIVES

1.1 Overview

The Cross-Media Electronic Reporting Regulation (CROMERR) published in the Federal Register on October 13, 2005, provides the legal framework for electronic reporting under all of the EPA's environmental regulations including standards for transmission error checking, signature validation, and preservation of a copy of record. CROMERR provides a uniform, technology neutral framework for electronic reporting across all EPA programs; ensures that electronic reporting under EPA and EPA authorized state programs does not compromise the enforceability of environmental programs; provides states with a streamlined process for approval of their electronic reporting for all their EPA authorized programs; and allows EPA programs to offer electronic reporting as they become ready without any additional rule making beyond CROMERR. EPA program offices and states, tribes, and local governments with delegated authority to implement EPA programs, must comply with the rule if the data being submitted falls under 40 Code of Federal Regulation (CFR). The final rule, related Federal Register notices, explanatory materials, and examples of EPA-approved systems under CROMERR can be accessed online at www.epa.gov/cromerr.

The CROMERR Program is located in OIC. It provides implementation support that includes rule interpretation, application review, outreach, and management of related processes. The program supports an Agency-wide Technical Review Committee (TRC), with representatives from OEI, each of the program offices and regions, as well as the Office of General Council (OGC), and the Office of Enforcement and Compliance (OECA). The TRC reviews and recommends action on CROMERR applications. Senior Agency officials are responsible for concurrence on the applications. CROMERR applications and related business processes are managed in customer relationship management system called the CROMERR Program and Stakeholder Management (PSM) System. The CROMERR PSM System is a cloud based Salesforce application that is already in production.

1.2 Objectives

This section states the performance-based objectives relating to this specific task.

- 1) The Contractor shall conduct assessments of CROMERR applications and provide technical assistance to applications and other program stakeholders.

- 2) The Contractor shall provide general and technical program support.

1.3 Requirements

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The Contractor shall address these requirements in the Technical Approach section of their proposal.

Task 1: Conduct assessments of CROMERR applications

The contractor shall assess CROMERR applications for compliance with the CROMERR standards. This work entails reviewing applications and accompanying attachments submitted to assess whether sufficient information is provided to determine if all requirements of the CROMERR standards are met. The contractor shall then produce documentation as to which standards have sufficient information in the application to determine compliance and/or compliance concerns as well as what questions remaining for those standards that do not have sufficient information. The contractor shall track this work in the CROMERR PSM System.

Assumptions for base year:

- Assessments for 10 new CROMERR applications of average complexity/length.
- 30 Partial/limited assessments conducted as part of ongoing technical assistance.

Task 2: Provide technical program support

The Contractor shall provide ongoing technical assistance to CROMERR applicants and other program stakeholders. This work includes but is not limited to:

- arranging and leading meetings to discuss the results of application assessments as well as evaluating options for meeting the CROMERR standards
- responding to technical questions posed by CROMERR applicants and other program stakeholders
- providing technical assistance to vendors and other implementation partners in the design and development of CROMERR-compliant approaches
- supporting CROMERR TRC members, with focused support provided for EPA Office of Enforcement and Compliance Assurance (OECA) and Office of General Counsel (OGC), in their roles related to the implementation of CROMERR

The contractor shall track the above work in the CROMERR PSM System.

The Contractor shall also develop technical documents and other materials to support program implementation. These may consist of, but are not limited to, development of templates for use in commercial-off-the-shelf (COTS) system applications and

preparation of other application guidance materials.

Assumptions for base year:

- Providing support for 40 applicants, each needing 2 two-hour conference calls and related coordination
- Providing responses to 20 ad hoc technical assistance inquiries of average complexity
- Coordination with EPA Central Data Exchange (CDX) Shared CROMERR Services; assume 1 hour per week
- Bi-weekly, three-hour coordination call with OECA and OGC
- Preparation of 2 application templates of average complexity
- Production of 1 twenty-page guidance document with 3 revision rounds

Task 3: Provide general program support

The Contractor shall provide general support in the implementation of the CROMERR program. This work includes but is not limited to:

- Providing customer outreach support including contacting program stakeholders with information provided by EPA and recording the results of this communication
- Providing training support including coordination and recording of online training sessions as well as development and distribution of training materials
- Providing support in updating materials for the renewal of the CROMERR ICR every 3 years
- Providing support for ongoing/minor CROMERR website updates as well as periodic website redesigns and development of new web content
- Participating in ongoing discussions and analyses related to CROMERR business process improvement and program planning

Assumptions for base year:

- Renewal of CROMERR ICR by April 30, 2015
- Hosting 2 two-hour training sessions with materials developed by EPA
- Participating in 4 two-hour meetings related to program planning / business process improvement
- Analyses of work to be done for Drupal migration. Migrate CROMERR website to Drupal by August 31, 2015

1.4 Other Information

This section provides additional information on the requirements for this task order.

1.4.1 On-site Contractor Support

☐ Yes ☒ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on site. Note:
All IBC vendors understand the requirement to attend on-site meetings.

1.4.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

Describe the government location where the support work shall be provided. Describe office facilities (e.g., cubicle) to be provided at the government site.

☐ Yes ☒ No. The task order involves the provision of GFP.

Please describe the specific property to be provided as well as state the requirements for maintaining and accounting for this property, if applicable.

1.4.3 Additional Progress or Financial Reporting

☐ Yes ☒ No. The task order requires additional progress or financial reporting.